

**Annex 2 Supplier Response**

**HU96EDU112021 For the supply of Train-the-trainer course for online teacher development to the British Council**

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(To be used on the Contract)**

**Company address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be used on the Contract)**

**Company Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(If Applicable)**

**Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Company Name and Contact details above.
2. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the British Council requirement / question. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
3. Complete Part 2 (Submission Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. The checklist must also be signed by an authorised representative.

Submit all mandatory documentation to Education.SouthAsia@britishcouncil.org with the subject line ‘Freelance training consultant online course RFP’by the Response Deadline, as set out in the Timescales section of the RFP/ITT document.

**Part 1 – Supplier Response**

1.1 Responses will be scored according to the methodology as set out in Evaluation Criteria section of the tender document.

1.2 If the requirement is partially met, any additional detail provided will enable the British Council to make a fuller assessment on the capability to meet the requirement.

1.3 Please indicate if there is an additional cost implication in meeting a requirement, what this might be and if it has been included in the response to Annex 3 (Pricing Approach).

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| **Social Value – 10%** | | |
| **ID** | % | **Requirement** |
| **SV01** | **10%** | Please detail one or more of the following:   * How have you or your organisation helped local communities to manage and recover from the impact of COVID-19? * How have you or your organisation has created effective stewardship of the environment? * How are you or your organisation improving health and wellbeing amongst staff?   Supplier Note: Please refer to Procurement Policy Note (PPN) 06/20 before completing this criterion. [PPN 06/20 Social Value](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921437/PPN-06_20-Taking-Account-of-Social-Value-in-the-Award-of-Central-Government-Contracts.pdf)  (Maximum word count 300 Words)  **Supplier Response:** |

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| **Track record: 25%** | | |
| **ID** | % | **Requirement** |
| **QU01** | **25%** | Briefly describe how the supplier, and the designated moderator(s) of the proposed course, have the suitable skills, qualifications and experience for working with the specified audience of South Asian freelance training consultants, with reference to the areas given in sections 7, 8 and 9 of the main RFP document. Please also append designated moderator(s) CVs.  (Maximum word count: 400 words)  **Supplier Response:** |

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| **Methodology and Approach - 45%** | | |
| **ID** | % | **Requirement** |
| **MA01** | **30%** | Please append below a one-to-two-page course syllabus table giving an overview of weekly units, weekly and overarching course outcomes, the platform(s) to be used, assessments, amount of time participants are expected to spend in synchronous live meetings and asynchronous activities/tasks, and a few examples of such tasks.  **Supplier Response to be annexed in a separate table (maximum two pages)** |
| **MA02** | **15%** | The extent to which the course covers the expected structure, content and approach detailed in sections 7 and 9, and pertinent challenges/solutions are anticipated.  (Maximum word count: 400 words)  **Supplier Response:** |

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| **Commercial – 20%** | | |
| **ID** | % | **Requirement** |
| **CO01** | **20%** | Please complete Annex 3 (Pricing Approach) |

**Part 2 – Submission Checklist**

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all of the mandatory requirements for this tender.

**Important Note:** Failure to provide all mandatory documentation may result in your submission being rejected.

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| **Submission Checklist** | |
| **Document** | **Y / N** |
| 1. Confirm acceptance of the Annex 1 (Terms and Conditions), including any changes made via clarifications during the tender process. |  |
| 2. Completed tender response in Annex 2(Supplier Response) and in accordance with the requirements of the RFP |  |
| 3. Completed pricing proposal in Annex 3 (Pricing Approach) |  |
| 4. A one-to-two-page syllabus overview table, submitted as a separate landscape or portrait pdf document, as described in sections 7 and 9 of the main RFP |  |
| 5. Designated moderator(s’) CV(s) are appended as separate documents. |  |
| 6. This checklist signed by an authorised representative. |  |
| 7. Appendix A to this checklist in relation to information considered by you to be confidential / commercially sensitive (mark as N/A if not applicable) |  |

I confirm on behalf of the supplier submitting the documents set out in the above checklist that to the best of our knowledge and belief, having applied all reasonable diligence and care in the preparation of our responses, that the information contained within our responses is accurate and truthful.

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| **Supplier:** |  |
| **Date:** |  |
| **Name (print):** |  |
| **Position:** |  |
| **Signature:** |  |
| **Title:** |  |

**Appendix A to Submission Checklist**

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| **Table of Information Designated by the supplier as Confidential and / or Commercially Sensitive** | | | |
| ***This table only needs to be completed if any information inserted as part of your tender response and in any accompanying documents is deemed by you to be confidential and/or commercially sensitive. Please note that the Confidentiality and Information Governance provisions of the RFP/ITT apply to any information designated as confidential and/or commercially sensitive.*** | | | |
| No | Section of tender response which the supplier wishes to designate as confidential and / or commercially sensitive | Reasons as to why supplier considers this information confidential and/or commercially sensitive and why it should be exempt from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 or other relevant laws | Length of time during which supplier thinks that such exemption should apply |
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